



SITE DEVELOPMENT PERMIT

APPLICATION

City of Ketchikan –
 Department of Public Works
 2930 Tongass Avenue
 Ketchikan, AK 99901
 Phone 228-4727

Application No.	
Fee:	

Ketchikan Fire Department: Signature of Acknowledgement	
Signature:	
Print Name:	
Date:	

Site Location

Date:	Street Address:		
US Survey No.:	Block:	Lot:	Parcel No.:

Applicant Information

Applicant Name:	Property Owner Name (if different):
Signature:	Signature:
Mailing Address:	Mailing Address
Phone Day: Evening	Phone Day: Evening
Email	Email

Description of Work

Describe proposed work:

Quantities

Quantity of Cut (soil only):	CY	Quantity of Rock Blasting:	CY	
Quantity Cut Reused Onsite:	CY	Quantity Blast Rock used Onsite:	CY	
Quantity of Imported Fill:	CY	Quantity of Waste Offsite:	CY	
Retaining Walls:	Total Length _____ ft	Min. Height _____ ft	Max. Height _____ ft	Total Area _____ sqft
Quantity of Storm Drain Pipe:	LF	Does Storm Drain Tie Into Public System (Y/N)?		

Site Grading Ordinance

The City of Ketchikan is evaluating Site Development Permit Application for conformance to Appendix J of the 2012 International Building Code, as amended/adopted by City Council Ordinance Number 13-1736. A separate grading permit and fee is required for each lot (or permit area) that is developed.

Also need Army Corp. of Engineer’s Permit for:

- Alter a natural stream drainage or install culverts to re-route natural drainage
- Excavate, fill or build in flood plain zone or on wetlands

Attach Two Sets of the Site Plans - One will be returned to Owner/Applicant with corrections noted.

The plans must show, at a minimum:

1. Site plan showing lot lines, bearings and distances, buildings, setbacks, streets, etc.
2. Attach grading plan with slopes, elevations, placement of earthwork, and excavation / fill quantities.
3. Please review the attached Pre-Submittal Checklist before submitting this application.

To be Submitted to:

City of Ketchikan – Department of Public Works
 *Site Development Permits Expire 12-Months from the Date of Issue

City of Ketchikan – Department of Public Works:
Site Development Permit Application Pre-Submittal Checklist
Amended 08/26/2014:

Dear Applicant:

Please review and complete the following checklist in order to ensure that your application is complete and ready for submission. If you can answer “No” to any of these questions, please review your application and site plan and correct any deficiencies prior to submitting the application to the City of Ketchikan – Department of Public Works. This will expedite the review and approval processes.

- 1) Has the Site Development Application been completely and properly filled out?
 Yes No Not Applicable

- 2) Has a valid Request for Utility Locates been applied for? If yes, please attach a copy. Note: A RUL may not be required in order to process the Site Development Permit Application, but it will be required prior to the commencement of any ground-disturbing activities.
 Yes No Not Applicable

- 3) If an Army Corps. Of Engineer’s Permit is required, has one been acquired? If yes, please attach a copy.
 Yes No Not Applicable

- 4) Does the Site Plan conform to standard engineering and construction practices and to all requirements of Appendix J of the 2012 International Building Code, as amended/adopted by the Ketchikan City Council by ordinance number 13-1736?
 Yes No Not Applicable

- 5) Does the Site Plan contain all of the following:
 - a. Property line dimensions and orientations, north arrows, streets, easements and locations and descriptions of established and located property corner monuments?
 Yes No Not Applicable

 - b. Locations, orientations and setbacks of all structures and utilities within the work area?
 Yes No Not Applicable

 - c. Physical features of the property, i.e. streams, creeks, drainage course, and a Soils Report describing the nature, composition and depths of the existing soils?
 Yes No Not Applicable

- d. The proposed locations, dimensions, orientations and setbacks of all intended structures, retaining walls, utilities (including storm drainage), and connections to existing utilities?
 Yes No Not Applicable
 - e. Thorough descriptions of the materials to be used for the proposed work?
 Yes No Not Applicable
 - f. A Grading Plan with the locations and of all earthwork, including slopes, grades and quantities?
 Yes No Not Applicable
 - g. Existing and proposed grade contour lines at 5-foot intervals?
 Yes No Not Applicable
 - h. A stamp from a licensed and qualified design professional?
 Yes No Not Applicable
- 6) Have you obtained a Signature of Acknowledgement from the Ketchikan Fire Department?
 Yes No Not Applicable

If you were able to answer “Yes” or “Not Applicable” (Not Applicable answers are subject to verification) to all of these questions, please submit the Site Development Application and two (2) copies of the Site Plan to the City of Ketchikan – Department of Public Works at 2930 Tongass Avenue, Ketchikan, AK 99901, for evaluation. You may expect to receive correspondence regarding your application from a representative of this department within thirty (30) days of submitting.

Please be advised that it is the explicit responsibility of the applicant to ensure that a valid Site Development Permit has been approved and is in-hand prior to the commencement of any and all site construction activities. *The absence of comment from this department Does Not constitute tacit approval of your application or site plan.* If you have not received correspondence regarding your application within 30 days of submitting, please contact the City of Ketchikan, Department of Public Works in person at 2930 Tongass Avenue, or by telephone at 907-228-4727.

Sincerely,

City of Ketchikan
Department of Public Works



2930 Tongass Avenue
 Ketchikan, Alaska 99901
 Phone: 907-228-4727
 Fax: 907-225-8721

City of Ketchikan
 Site Development Application
 Permit Fees

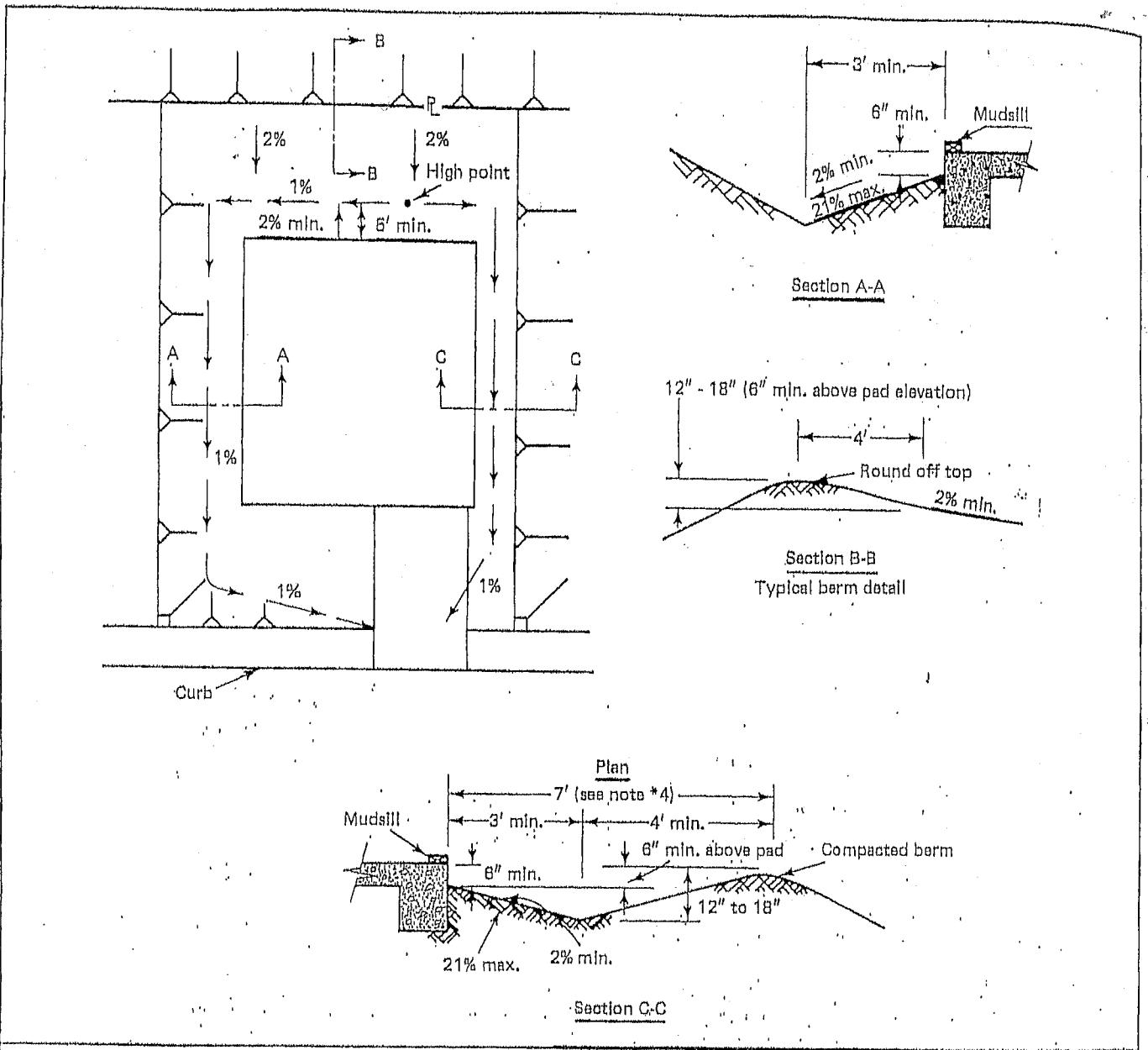
Excerpt from 1997 Uniform Building Code: 3310.3 Grading Permit Fees, Table A-33-B

TABLE A-33-B—GRADING PERMIT FEES¹

50 cubic yards (38.2 m ³) or less	\$23.50
51 to 100 cubic yards (40 m ³ to 76.5 m ³)	37.00
101 to 1,000 cubic yards (77.2 m ³ to 764.6 m ³)—\$37.00 for the first 100 cubic yards (76.5 m ³) plus \$17.50 for each additional 100 cubic yards (76.5 m ³) or fraction thereof.	
1,001 to 10,000 cubic yards (765.3 m ³ to 7645.5 m ³)—\$194.50 for the first 1,000 cubic yards (764.6 m ³), plus \$14.50 for each additional 1,000 cubic yards (764.6 m ³) or fraction thereof.	
10,001 to 100,000 cubic yards (7646.3 m ³ to 76 455 m ³)—\$325.00 for the first 10,000 cubic yards (7645.5 m ³), plus \$66.00 for each additional 10,000 cubic yards (7645.5 m ³) or fraction thereof.	
100,001 cubic yards (76 456 m ³) or more—\$919.00 for the first 100,000 cubic yards (76 455 m ³), plus \$36.50 for each additional 10,000 cubic yards (7645.5 m ³) or fraction thereof.	
Other Inspections and Fees:	
1. Inspections outside of normal business hours	\$50.50 per hour ²
(minimum charge—two hours)	
2. Reinspection fees assessed under provisions of Section 108.8	\$50.50 per hour ²
3. Inspections for which no fee is specifically indicated	\$50.50 per hour ²
(minimum charge—one-half hour)	

¹The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

²Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.



Non-Engineered Lot Plan

May be submitted when:

- ◆ cut slopes are less than 1 vertical : 1.5 horizontal
- ◆ fill slopes are less than 1 vertical : 2 horizontal
- ◆ no significant storm drainage system
- ◆ no rock wall or retaining wall over 4 foot high

Lot Plan to show:

- Owner and plan preparer's names
- Lot location, dimensions and elevations
- Elevation and location of main road
- Elevation and location of utilities in ROW
- Dimensions and elevations of on-site storm drainage systems, rock walls, retaining walls, driveways, building pads, and buildings
- Elevation and slopes of cut and fill sections
- Slope and elevation of bedrock if known

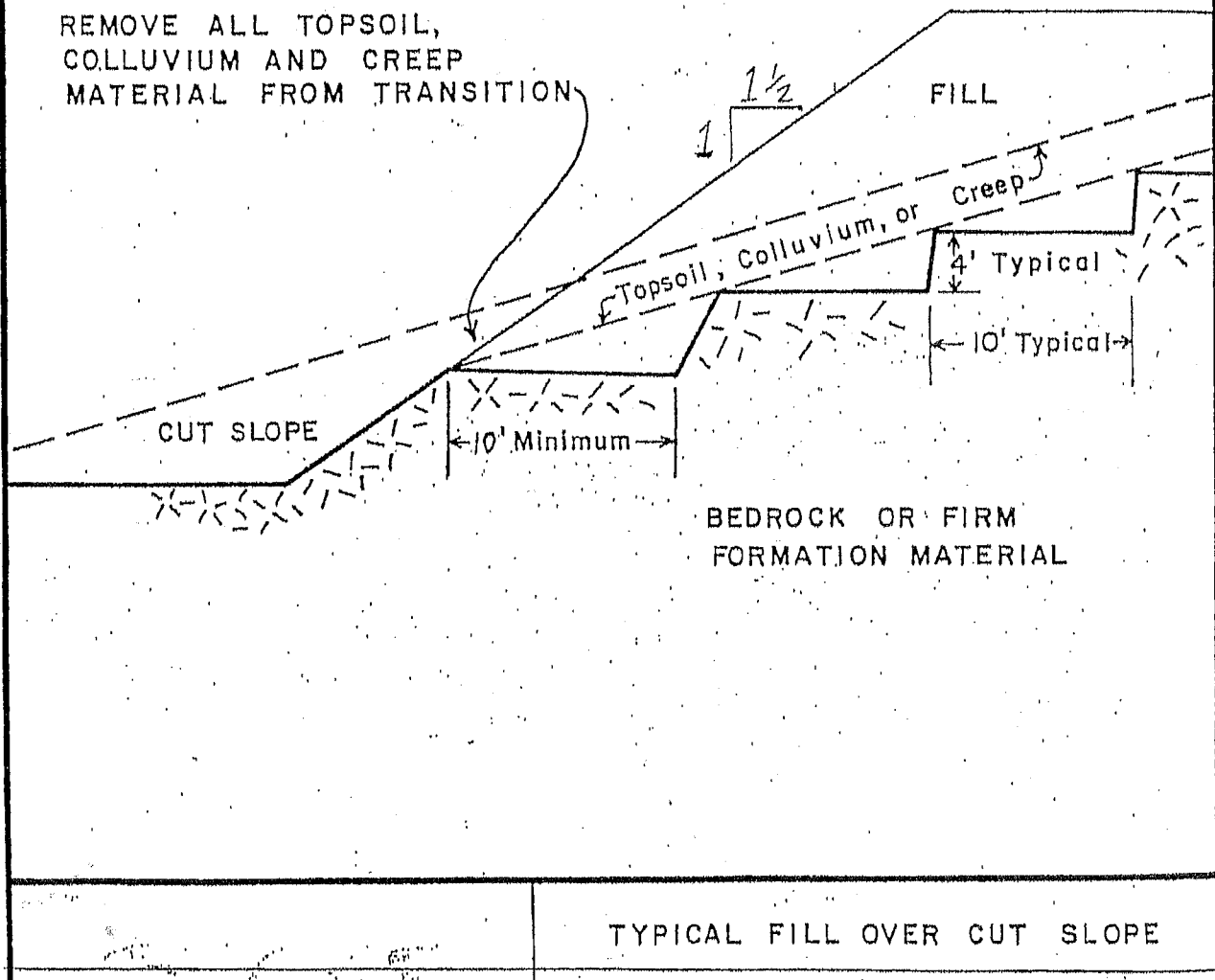
When benching is required

Where natural slope is steeper than 1 vertical : 5 horizontal and the height of fill is greater than 5 feet the contractor must:

1. Make a 10 foot wide level bench under toe of fill.

Where natural slope is steeper than 1 vertical : 1.5 horizontal the contractor must:

1. Make level benches into firm material under the entire fill area.
2. Make a 6 foot wide drainage swale or terrace at foot of fill.

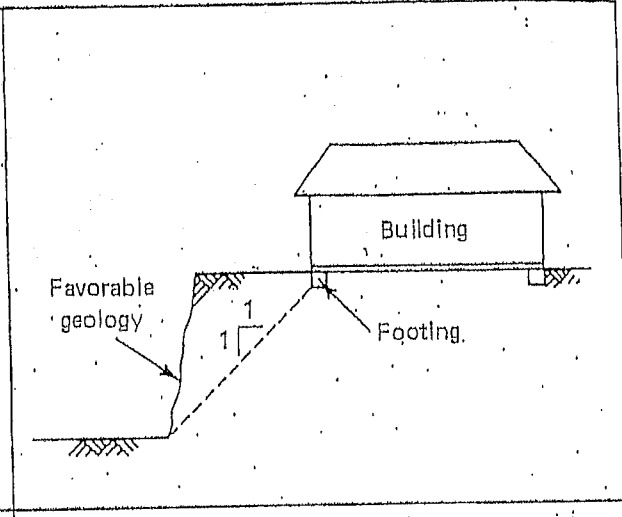
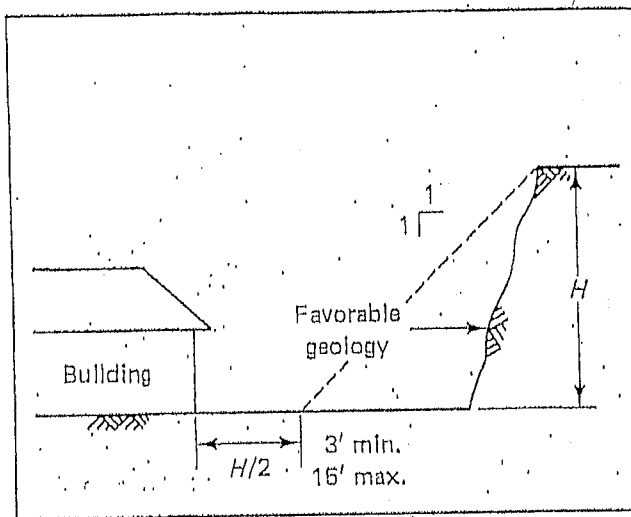


“3317.6 Inspections. The Public Works Director or his designee shall inspect projects at the following stages:

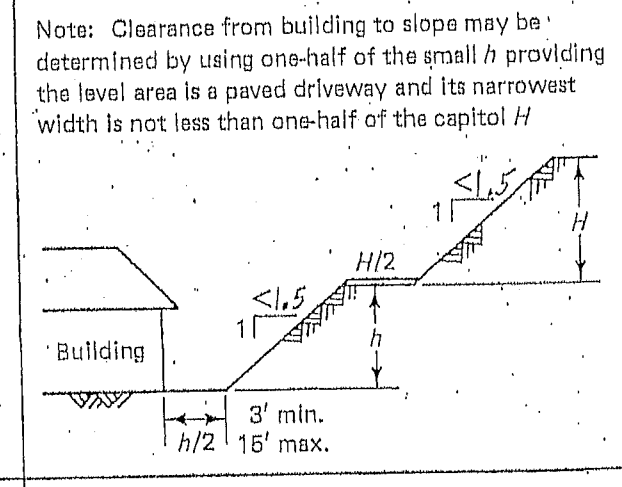
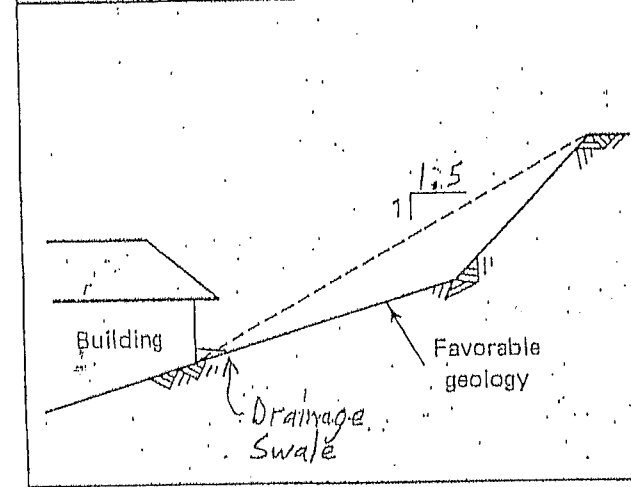
- 1) After stripping and site preparation;
- 2) At mid-rock excavation stages;
- 3) Fills at each 5' level increase;
- 4) Before concrete placement with retaining walls and/or when dead-men are in place;
- 5) Final acceptance.”

CITY OF FORT COLLINS
 DEPARTMENT OF BUILDING & SAFETY
 GRADING DIVISION

CONSTRUCTION SET-BACK REQUIREMENTS

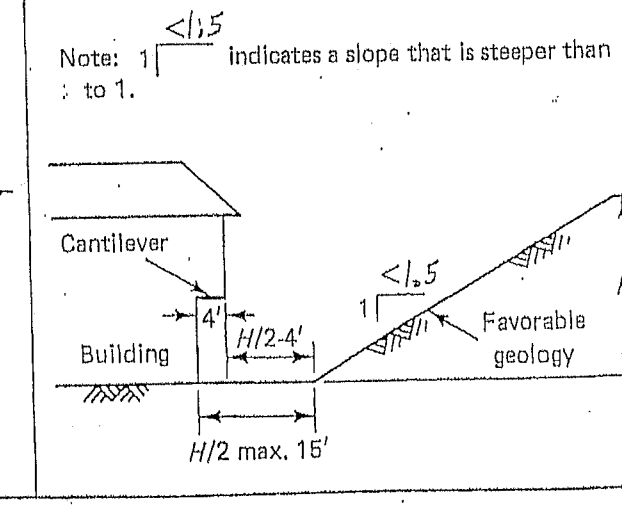
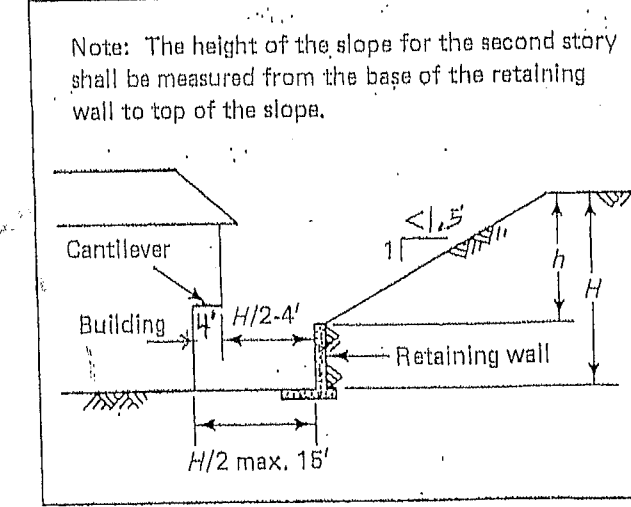


Note: Clearance from building to slope may be determined by using one-half of the small h providing the level area is a paved driveway and its narrowest width is not less than one-half of the capital H



Note: The height of the slope for the second story shall be measured from the base of the retaining wall to top of the slope.

Note: $1: < 1.5$ indicates a slope that is steeper than 1:1.5.



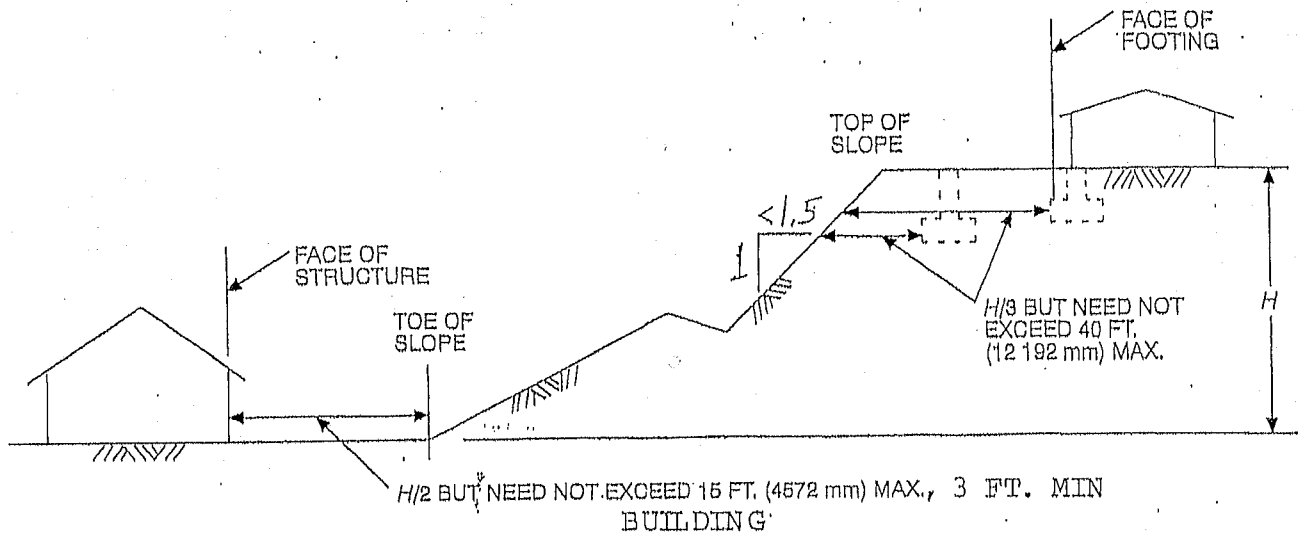
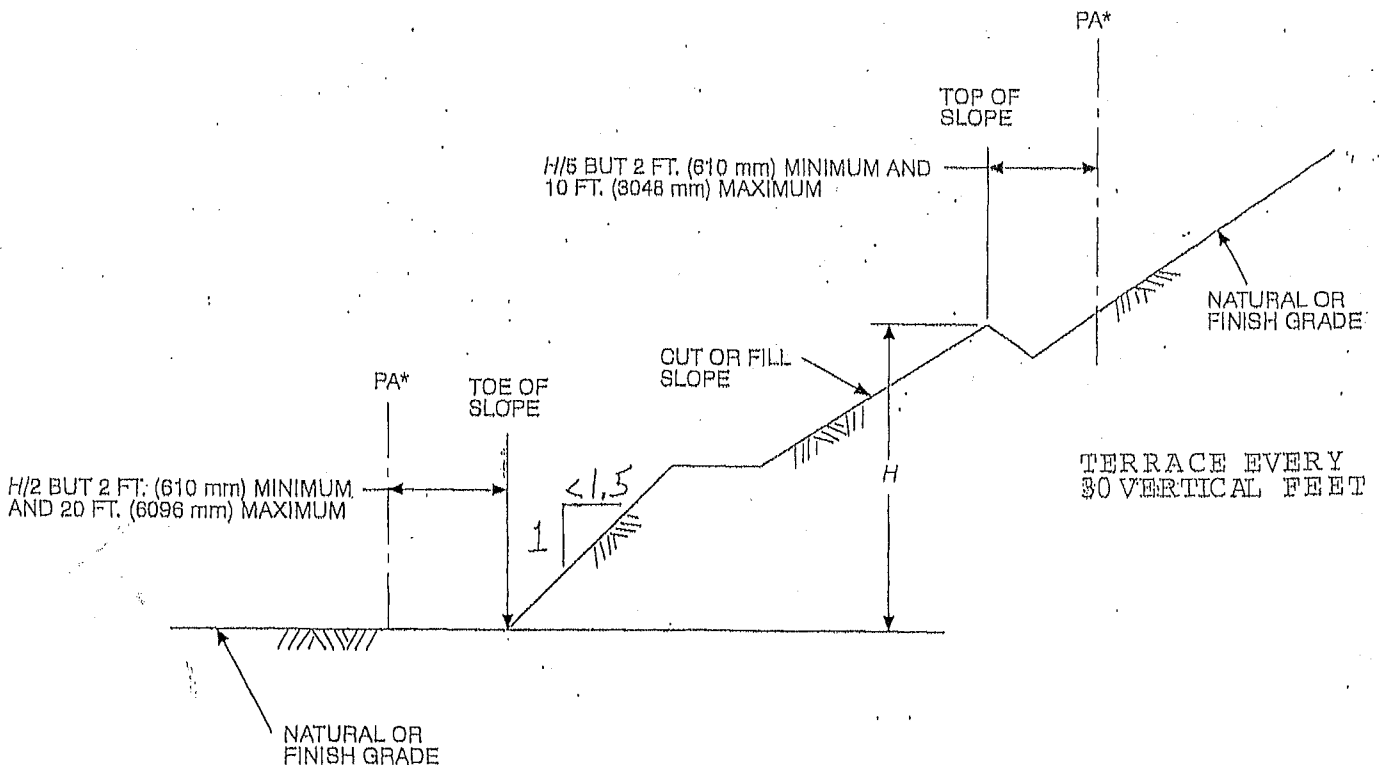


FIGURE 18-1-1—SETBACK DIMENSIONS



* PERMIT AREA BOUNDARY

GRADING

FIGURE A-33-1—SETBACK DIMENSIONS

Note: Rock walls are considered steep grades and require lot and building setbacks